

PAD/PIC-30/60
16 March 1960

TO : PAD Branch and Staff Chiefs

FROM : Chief, PAD

SUBJECT: Time and Attendance Records

1. Effective immediately within the Photo Analysis Division, the Office of the Chief, each Branch, and the Staff, will maintain its own complete time and attendance records. The responsibility for maintaining, recording and computing time and attendance in each component will be as follows:

Office of the Chief - 
Exploitation/Support Staff - 
Missiles/Electronics Branch - 
Nuclear Energy Branch - 
Industrial Branch - 
Geographic Branch - 

25X1

2. It is the responsibility of each Branch Chief and the Staff Chief to see that completed T and A cards, in their final smooth form, are turned in to the Division Administrative Secretary by 1015 the Monday they are due in the PIC Administrative Office. Branch and Staff T and A cards will not be accepted after 1015. The Division Administrative Secretary will not make any changes to branch T and A cards, nor is she expected to review them for accuracy.

3. Each person in the Division will maintain a T and A work sheet (see Attachment A) from which the O/C, Branch and Staff smooth T and A cards will be prepared. It is the responsibility of each individual to see that his/her work sheet is properly maintained and shows the true record of work hours for the reporting period.

4. Before the completed T and A cards are forwarded to the Photo Analysis Division Chief at the end of each two week reporting period, the person responsible for keeping the O/C, Branch and Staff cards will see that the following steps have been taken:

- a. that the Branch Chief, or Staff Chief, has reviewed each card and signifies his approval by initialing same in the upper left hand corner.
- b. that attached to each card is the T and A work sheet from which the card was prepared.

5. By ¹²⁰⁰~~1000~~ on the Monday the cards are to be turned in to the PIC Administrative Office the PAD Administrative Secretary will submit all PAD T and A cards, with T and A work sheets attached to each card, to the Division Chief for his approval. Following his approval, and by ¹³⁰⁰~~1200~~, the Division Administrative Secretary will deliver all T and A cards to the PIC Administrative Office, and return the T and A work sheets to the appropriate Branch and Staff.

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PHOTO ANALYSIS DIVISION

INDIVIDUAL TWO-WEEK TIME AND ATTENDANCE WORK SHEET

REPORTING PERIOD

NAME _____

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